



Saskatoon Canoe Club

Organization:	Saskatoon Canoe Club (SCC)
Job Title:	Boathouse Supervisor
Position Type:	Summer
Location:	Saskatoon, SK
Hours per Week:	15 to 40 hours
Position Start Date:	April 14, 2019
Position End Date:	Aug 31, 2019
Salary Range:	\$15.00/hr. to \$21.00/hr. depending on skills, experience, and duties
Duties and Responsibilities:	<ul style="list-style-type: none"> ● Welcome SCC members as they arrive at the boathouse ● Help members select appropriate paddling equipment and adjust it for their use ● Help administer the club's online member registration and orientation system ● Organize and deliver boathouse tours to new members ● Lead informal 2-hour Recreation Division group paddling sessions on the South Saskatchewan River ● Administer registrations for club-sponsored paddling courses/clinics ● Inspect paddling equipment for damage; perform simple repairs and make arrangements for complex repairs ● Keep the boathouse clean and tidy ● Digitize equipment sign-out records ● Monitor boathouse and equipment use and report any problems to the SCC executive ● Other duties as assigned
Qualifications:	<p>You are:</p> <ul style="list-style-type: none"> ● A self-starter who can be counted on to independently perform the tasks the job entails ● Driven to help others and share your passion for paddling

	<ul style="list-style-type: none"> ● A good communicator, comfortable speaking to groups of up to 15 people in a friendly and engaging manner ● Flexible to switch from one duty to the next ● Comfortable using a computer with email, word processing, spreadsheet, and web browser software ● Knowledgeable about the design features of recreational canoes and kayaks and how these affect the user's experience ● Comfortable with safely canoeing and kayaking on the South Saskatchewan River in Saskatoon <p>You have:</p> <ul style="list-style-type: none"> ● Paddle Canada Lake Canoe Skills Intermediate Tandem certification or equivalent skills/experience ● Paddle Canada Level 1 Sea Kayak Skills certification or equivalent skills/experience ● Your own mobile phone (a phone allowance of \$3/shift is provided) <p>Helpful Assets:</p> <ul style="list-style-type: none"> ● First Aid / CPR certification ● Respect in Sport certification ● More advanced Paddle Canada canoeing/kayaking certification ● Marathon canoeing experience ● Coaching experience ● Paddling equipment repair skills/experience ● Access to a vehicle ● Ability to tow a canoe trailer
Additional Information:	<p>A typical schedule for this position would be approximately 09:30 to 18:00 Sat. and Sun., 12:00 to 20:30 one weekday, and 16:30 to 20:30 two weekdays. You may be sharing the workload with another boathouse supervisor, with some shifts overlapping and some shifts on your own. Scheduling details will be negotiated between the boathouse supervisor(s) and SCC leadership.</p> <p>A criminal record check will be required as a condition of employment.</p>
Application Documents Required:	Cover letter (including scheduling availability), résumé
Submission Method:	By email to treasurer@saskatooncanoecub.org
Application Deadline:	February 25, 2019